

EAST WINDSOR HOUSING AUTHORITY
REGULAR MEETING – JANUARY 19, 2010
MINUTES

CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb, Legassie and Percoski were present along with Jennifer DiMauro, Executive Director. Commissioner LaMay was not present.

ADDED AGENDA ITEMS

There were no Added Agenda items

MEETING MINUTES OF:

Rescheduled Meeting – December 14, 2009

The minutes of the rescheduled meeting of December 14, 2009 were reviewed by all Commissioners present. A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to accept the minutes of December 14, 2009 as presented.

Legassie/Lamb

Unanimous

PUBLIC COMMENTS

Sharleen Craft, apt. 57, questioned the Executive Director Jennifer DiMauro as to why she had not been notified that the new refrigerator was being delivered. Ms DiMauro responded to this by stating that all tenants who were scheduled to receive the new refrigerators were notified and that if she slipped through the cracks she was sorry.

Pauline Legassie, apt. 15, spoke to everyone present that she had received a phone call from a third party electric supplier asking her to sign up. She stated that she told the person no several times and although the person was insistent upon her signing up – she refused and got the gentleman's name and telephone number. At this point, the Chairman Karen Boutin advised everyone present to get on the do not call list by either calling the number from information or by going on to the State of Connecticut website as this is the only way to stop these types of phone calls.

Alice Samson, apt 4, then questioned the Executive Director, Jennifer DiMauro about why ConnPace was going up in price and exactly what did ConnPace do for the residents. The program was explained to Ms. Samson and she was told that if she needed additional information to come and see her (Jennifer) in her office.

There was a general discussion among the commissioners and residents present regarding the fee schedule. Many of the residents in attendance felt that the fee schedule was too high and that they were being punished because of the action of

one person. It was explained that the fee schedule was not for the normal wear and tear of items in the apartment, but for the habitual replacement of certain items due to the carelessness of some of the tenants.

The Chairman, Karen Boutin, then introduced the new Resident Services Coordinator, Carolyn Slead. Ms. Slead spoke a few words and was warmly welcomed by all commissioners and residents present.

BILLS AND COMMUNICATIONS

Check Register – December 16, 2009 – January 13, 2010

The check register for December 16, 2009 – January 13, 2010 was reviewed by all commissioners present and all questions answered. A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to accept the check register of December 16, 2009 – January 13, 2010 as presented

Percoski/Legassie

Unanimous

Bank Reconciliation December, 2009

The Bank Reconciliation of December, 2009 was reviewed by all commissioners present.

REPORTS OF THE EXECUTIVE DIRECTOR

I am pleased to announce that our state funding has been restored for the RSC position. Karen and I conducted interviews and we have hired Carolyn Slead. Carolyn lives in Coventry. She has considerable experience working with the elderly, having worked for a number of long term care facilities in the area. Carolyn started work last week and will work Monday through Friday 9:30 – 1:30

We have started apartment inspections at the top level, and are working our way down to the lower level. Inspections will be done twice a year and are absolutely necessary to ensure the safety of all residents. Areas of concern will be looking at issues such as blocked entries, for example the back doors. Many residents accumulate piles of clothing or other items and stack them against the doors. Heating elements should not be blocked. Maintenance staff will check for working alarms and smoke detectors at the time of the inspection. We will also review the apartment for general cleanliness, in particular with regard to the stove and oven. These need to be free of accumulated grease and food to prevent fires. Each apartment will either receive a rating of Good, which means it is lease compliant; average which means it is lease compliant but needs attention, or poor which means it is non-compliant. In the case of a poor or average rating, time will be provided to the tenant to rectify the situation and then we will re-inspect.

Following that note. To prevent the event of fires, I am asking the board to consider implementing a policy on the prohibition of any type of space heater at Park Hill. In the past week, it has come to my attention that we have a number of residents who own and use space heaters. The use of these devices is a liability and I do not feel they should be allowed. The potential for fire increases with the use of space heaters

and I am very concerned that it is only a matter of time before we have a fire emergency as a result. Just last week, there was a fire in Coventry elderly housing and a female resident died in the fire. I endeavor to avoid having anything like that happen here at Park Hill.

We received 10 more 16 cubic ft. refrigerators from the WRAP program under CL&P. We will continue to receive and install new refrigerators as they become available through the program. There will be another delivery of 12 cubic ft. refrigerators by the end of January/beginning of February. CL&P will also be conducting an energy (heat loss) audit at Park Hill the end of January/beginning of February. They will be looking at insulation, windows and doors towards possible replacement as well as installing Douglas heating and cooling units. When more information is available, it will be brought to everyone's attention.

New washers and dryers are on order from MacGray and we expect to have the old ones removed and the new ones in by the end of January/beginning of February. The cost of a load of laundry will remain the same. We will be posting reminders in the laundry rooms, stating that only ¼ cup of any type of liquid detergent should be used. Regarding maintenance, we requested regular cleaning of the machines, however, the company will only provide one free cleaning per year. Since we would be charged a service call to have them cleaned more often, we will train our own staff and ask them to clean the machines routinely.

I am continuing to work on obtaining funds for capitol improvements at Park Hill. I am completing work on a Community Development Block grant through the Town of East Windsor. This proposal will include new doors, windows, roof replacement and gutter systems for the entire complex, with the exception of the community building. We have just submitted a request for proposal, to secure the services of an outside consultant to review the specifications for the improvements, to secure an adequate number of cost estimates and help us oversee the project, once it's started. This grant work will be completed by March and submitted to the town. From there, the Board of Selectman will need to decide to approve the proposal. The funding for this project originated from HUD and comes through CHFA (Connecticut Housing funding Authority) to the town. The amount that I have requested is just under \$400,000. We will let you know when this project will be discussed at a Board of Selectman meeting. I would like to have as many residents present at that meeting to show their support. This is a very important project. If approved, these improvements will result in considerable energy savings to each tenant.

Regarding keys to the community hall, at this time our new maintenance people for the community hall are Roger and Cindy Thibodeau. Due to conflicts with the locking of the building, the Thibodeau's are the only persons who should hold a key to the community hall. All others who currently have a key will be asked to turn them in.

Just a final note, on the programs we offer including health screenings. We regularly offer these programs, but if we do not get at least five people to sign up; we will need to cancel the program. The VNA has said that they cannot send a worker all the way out to Park Hill for just a few people. Last month, we had a Meet the Nurse breakfast scheduled and we had to cancel it for lack of response. This was a free program, with free food and we still could not attract a sufficient amount of people. These

events were also publicized. You can help us by participating in these programs and encouraging your friends and neighbors to attend.

REPORTS OF COMMITTEES

Lease committee

There is a meeting this Friday (January 22nd) at 11:00 A.M with our Attorney to discuss the new lease. After this meeting, it may be necessary to call a special meeting of the Lease Committee to go over any changes suggested by our Attorney. .

POLICIES AND PROCEDURES

The following policy will be brought up for additional discussion at the February commission meeting:

09-0008 – Renters Insurance

Policy 09-0011 Authorized Signatories has been rescinded.

Policy 09-0014 – Fee Schedule

Although the proposed Policy 09-0014 Fee Schedule had been discussed earlier in the meeting there were additional comments made as to the amount of fees charged and who would be charged. Following the discussion, a motion was made by Commissioner Legassie, seconded by Commissioner Lamb to make policy 09-0014 Fee Schedule a permanent policy effective immediately.

Legassie/Lamb

Unanimous

UNFINISHED BUSINESS

a) Small Cities Grant

As was discussed in the report of the Executive Director we have applied for a Small Cities Grant through the Town of East Windsor. At the present time, there is nothing to report except that the Housing Authority is up against the second part of a drainage system for Prospect Hill Road. When any additional information is forthcoming it will be brought to the attention of the board.

NEW BUSINESS

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a) Space Heaters

Although this was discussed in the report of the Executive Director, there was additional discussion between the resident present and the board. The residents present felt that this was unfair as the apartments are cold and one resident flat out refused to remove the space heater from her apartment. The resident that refused offered to contact her insurance agent to see if space

heaters would be covered under Renters Insurance. This item will be carried over to the February commission meeting when hopefully more information will be forthcoming.

EXECUTIVE SESSION

- a) **Pending Legal Matters – Property Acquisition**
- b) **Personnel Matters**

A motion was made by Commissioner Legassie, seconded by Commissioner Lamb to go into Executive Session at 7:43 p.m. to include the Executive Director, Jennifer DiMauro and the Executive Assistant, Darlene Kelly as needed.

Legassie/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to come out of Executive Session at 8:22 p.m.

Percoski/Legassie

Unanimous

No action taken

ADJURNMENT

A motion was made by Commissioner Percoski, seconded by Commissioner Legassie to adjourn the regular meeting of the East Windsor Housing Authority at 8:25 p.m.

Percoski/LaMay

Unanimous

Respectfully submitted,

Darlene H. Kelly
Recording Secretary

